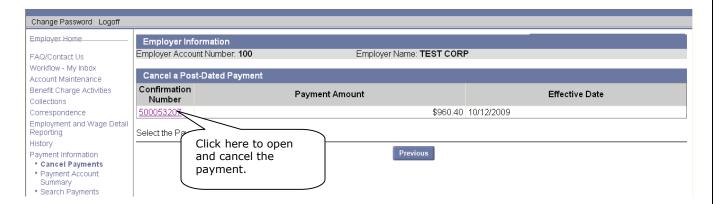
CANCEL PAYMENT

Introduction

This section of the document will show how an authorized user can cancel a payment in progress. Only payments that have not been processed completely can be canceled, i.e., the status of a payment must be 'Submitted' for it to be canceled. If a payment has already been processed it cannot be cancelled.

Step-by-Step Instructions:

- 1. Navigate to the payment home page, using the instructions in the section 'Navigating to Payments'.
- 2. Click on 'Cancel Payments'. The following screen will appear, listing all unprocessed payments, eligible for cancellation. Click on the confirmation number.



- 3. A page will appear where you will be prompted to enter your notes on the cancellation. Enter your notes and click on 'Submit'.
- 4. The following screen will appear confirming that the cancellation is complete.

